

## SEMI-ANNUAL BLANKET CERTIFICATION – Sample 1

District Name and #: \_\_\_\_\_

This is to certify that the following individuals have worked 100% of their time on the **Schoolwide plan/Title I-A/Title II-A/IDEA Part B/21<sup>st</sup> CCLC** programmatic activity (select only one programmatic activity) for the months of **August 1, 2013** to **January 31, 2014**.

Position	Printed Name	Signature

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Signed

(Form may be signed by each employee OR the supervisory official with first-hand knowledge of the work performed by each employee.)

Time Distribution Records must be maintained for all employees whose salaries are paid in whole or in part with Federal funds, 200.430(i)(1). The type of documentation depends on how many "cost objectives" the employees worked on. These cost objectives must be connected to the employee's salary source.

### **Current Semi-Annual Certification Requirements**

If an employee works on a single cost objective:

- Semi-Annual Certification (SAC) form must be completed
- SAC must be completed after the work has been performed
- SAC must account for the total activity
- SAC must be signed by the employee or supervisor
- SAC must be completed every six months (at least twice a year)

De Minimis Benefit: Up to 5% of an employee's time may be worked on another cost objective, and this limited work does not need to be captured in time and effort records. However, the work performed on these limited duties cannot deprive the benefit from the intended beneficiaries (Brustien & Manasevit, NASTID 2014).